



MENTAL HEALTH, DEPARTMENT OF CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

DEPARTMENT:	MENTAL HEALTH, DEPARTMENT OF	RELEASE DATE:	Friday, June 29, 2007
POSITION TITLE:	Hospital Administrator, Metropolitan State Hospital	FINAL FILING DATE:	Friday, July 13, 2007
CEA LEVEL:	CEA 2	EXTENDED FINAL FILING DATE:	Thursday, July 26, 2007
SALARY RANGE:	\$ 7,558.00 - \$ 8,333.00 / Month	BULLETIN ID:	06222007_6

POSITION DESCRIPTION

The Hospital Administrator (HA), under the direction of the Executive Director, is responsible for the overall planning, organizing, staffing, directing and controlling for all administrative and support operations at the hospital, and serves as the Chief Administrative Officer of the hospital. The HA is also responsible for maintaining security and all laws that apply to hospital operations. He/She is on the six-member Executive Policy Team and participates in policy formulation and decision-making for Metropolitan State Hospital. The HA supervises twelve departments in Administrative Services, including Human Resources which includes: Training, Personnel, Health and Safety, and Labor Relations, Professional Education, Psychiatric Nursing Education Department; Fiscal Department, and the Information Systems Department. He/She is responsible for the hospital budget to ensure that adequate resources are available and to make sure that the hospital operates within its budgeted resources. He/She must ensure hospital compliance with the standards of various regulatory entities, such as Department of Health Services, Environmental Health, JCAHO, Center for Medicare and Medicaid, Department of Finance and the Department of General Services. The HA is also involved with many contacts in the community, including but not limited to, Norwalk Public Safety Department Chief of Police, City Manager, Norwalk County Sheriff and many service groups.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a State civil service employee with permanent civil service status.

Or II

Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code Section 18990.

Or III

Must be a non-elected exempt employee of the Executive Branch for two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code Section 18992.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level 1. Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

CEA Levels 2 and 3. Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Levels 4 and 5. Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and

methods of providing those professional services. Primary examples are medical doctors and attorneys.

DESIRABLE QUALIFICATION(S)

1. Demonstrated leadership ability. 2. Tact, patience and ability to handle stressful situations. 3. Knowledge of the mental health recovery model based on the concept of recovery from severe mental disorders and its application in an inpatient psychiatric hospital.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Hospital Administrator, Metropolitan State Hospital**, with the **MENTAL HEALTH, DEPARTMENT OF**. Applications will be retained for twelve months.

The results of this examination will be used only to fill this position.

The examination consists of a review of each candidate's qualifications for this position and may include an oral interview. Based on the minimum and desirable qualifications announced in this bulletin and evaluation criteria developed for these positions, each candidate's application and Statement of Qualifications will be reviewed by a designated departmental screening committee. It is critical that applications/statements include specific information on experience and education applicable to these qualifications. Based upon the screening committee's evaluations, individuals may or may not be invited to interview. All candidates will be assigned a rating and will be notified in writing of their final scores. In order to be successful in this examination, candidates must attain a minimum rating of 70.00%. The results of this examination will be used to fill the Hospital Administrator position at Metropolitan State Hospital. Direct questions concerning the exam process to Cynthia Krohn at (916) 654-2535. California Relay for the hearing impaired: from a TDD phone (800) 735-2929, from a Voice Phone (800) 735-2922.

FILING INSTRUCTIONS

Submit a standard State application (Form 678) and a separate "Statement of Qualifications". The Statement of Qualifications must consist of a description (outline, narrative, or bullet points) of your education and experience as they relate to the minimum qualifications and desirable qualifications for the position. Applicants who fail to submit the Statement of Qualifications may be eliminated from this examination process. Applicants must have a permanent State of California civil service appointment in order to be considered for this examination.

Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and/or desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length.
- Resumes do not take the place of the Statement of Qualifications.

Applications must be submitted by the final filing date to:

MENTAL HEALTH, DEPARTMENT OF, Personnel Section
1600 9th Street, Room 121, Sacramento, CA 95814
Cynthia Krohn | (916) 654-2535 | cynthia.krohn@dmh.ca.gov

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The MENTAL HEALTH, DEPARTMENT OF reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Class specs: <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>